

S E C R E T



DDA 84-0046/41  
19 October 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 19 October 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. On 15 and 16 October, the Director of Security participated in the annual conference of the DCI's Security Committee [redacted]

[redacted] The Agency focused on long-range planning for the organization. Security Directors from the other Intelligence Community agencies also participated in this conference. Office of Security representatives made presentations to conference attendees.

c. The National Archives Records Service (NARS) called the Office of Information Services (OIS) to advise that a British author was asking NARS for help in upgrading the quality of a microfilm copy of an OSS cable chrono file. This is part of the OSS material known as the Donovan papers. The author was given the material by David Donovan for use in writing a biography of his late father, William Donovan. NARS will ask the author for portions of the microfilm to see whether it can be upgraded, and OIS will attempt to identify what records it contains. If the material proves to be the OSS Washington Headquarters chrono file, it will probably contain some information that should remain classified. OIS will remain in close coordination with NARS on this.

d. The Combined SAFE Project Office gave a SAFE status briefing on 17 October to the annual DoD Intelligence Information System Managers Conference held at Gettysburg, Pennsylvania. This was an opportunity to bring the representatives of the worldwide defense intelligence community up to date on SAFE.

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e. [REDACTED]

f. Two OMB representatives met with and were briefed by, at OMB's request, Office of Finance and Comptroller representatives on the Agency's progress in implementing the Financial Integrity Act. The OMB representatives have been charged with visiting each Agency to determine progress in implementing the Act.

g. The Office of Personnel (OP) is reestablishing the Employees Available for Reassignment (EAR) publication. EAR will be a vacancy notice system in reverse designed to bring individuals who are available for or are interested in a reassignment to management's attention. OP's goal is to provide the service to qualified candidates in an effort to match individual skills and experience with legitimate Agency staffing requirements. OP plans to publish EAR on a monthly basis for a six-month trial period.

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h. The data for the final pay period of FY 1984 are now in and OP has begun to examine its forecasting techniques against actual FY 1984 manpower flows. Initial reviews show that some models used by OP to forecast manpower flows were amazingly accurate. For example, the actual number of separations of full-time ceiling personnel [REDACTED] one less than the initial FY 1984 [REDACTED] OP will continue to analyze the effectiveness of its forecasting techniques and make any useful modifications that can be utilized to sharpen projections for FY 1985 and beyond.

i. Review of reports covering the fourteen fire drills conducted in buildings occupied by Agency personnel in the Headquarters area indicated that only minor problems were encountered. Evacuation times ranged from five minutes to ten minutes. A fire drill in the Headquarters Building is being planned during the week of 22 October.

j. Considerable use of explosives at the new building site has been necessary during the past week. Procedures regarding their use were reviewed with the contractor and the program is being carefully monitored by Safety Staff personnel. No unfavorable incidents have occurred.

### 3. Significant activities anticipated during the coming week:

25X1  
a. On Tuesday evening, 23 October, the DDA will address the EA COS' [REDACTED]

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b. On Wednesday, 24 October, the DDA will open a Logistics familiarization briefing for Allied Maintenance Corporation personnel in the auditorium.

[REDACTED]  
Harry E. Fizzwater

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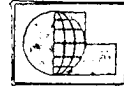
25X1 ORIG:EO/DDA [ ] (19 Oct 84) [ ]

Distribution:

25X1  
O - DCI  
1 - DDCI  
1 - ExDir  
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1 - EO/DDA Subj

S E C R E T

22 OCT 1984

**SECRET****ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

DDA Weekly Report

**FROM:** Harry E. Fitzwater  
Deputy Director for  
Administration
**EXTENSION****NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing  
2D0105 Hqs3. D/Finance  
616 Key4. D/Information Services  
1206 Ames

5. D/Logistics

6. D/Medical Services  
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training & Education  
936 CoC10. OLL (Joanna Wallace)  
7B24 Hqs

11. C/Safety Staff

12.  
SSA/DDA13.  
CMS/DDA14.  
EEO/DDA  
626 CoC15.  
MS/DDA

AEO *ll*  
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**SECRET**